

22 January 1957

SECRET

Suggestion Nos. 1376, 1847, 1937

25X1A 1376 Date of Suggestion: 12 October 1954  
[redacted] DD/P Division Reports Officer GS-14  
[redacted] *Reports Officer 51-11*  
25X1A 1847 Date of Suggestion: 28 May 1955  
[redacted] DD/P Division I.O. GS-12  
25X1A 1937 Date of Suggestion: 14 July 1955  
[redacted] O/DCI, Cable Secretariat Clerk GS-4

A. Summary of the suggestions:

Suggesters proposed procedures for handling "hot" teletyped CS information reports.

B. Evaluation of the Concerned Office:

Chief, Records Management Staff on 28 December 1956 stated the following."

"Suggestion Nos. 1376, 1847 and 1937 have all materially contributed to the vastly improved procedures which are now in effect for handling "hot" teletyped information reports. These new procedures and forms which were installed about seven months ago have resulted in the complete elimination of all follow-up CS Reports to each PD (Preliminary Dissemination) Report "Hot" Information Reports disseminated in the most timely manner possible, i.e., teletype supplemented by a hard copy distribution. These procedures and forms have resulted in a minimum proveable savings of \$75,000 during the first six months of operation. These are man hours savings only of DD/P reports officer, typing and editing personnel. Many other savings are yet to be accounted for, some of which go outside CIA into all of the IAC Agencies. We have not yet determined the exact contribution ratio for each suggestion in relation to the overall package of improved procedures and forms. This can be done as soon as the complete savings have been determined."

*See attached:*

C. Recommendation of the Executive Secretary:

I. Approval.

- (1) Interim award of \$100 for each suggestion.
- (2) ~~Close the cases subject to re-opening~~ them when final figures are available on (a) total annual savings resulting from the suggestions (b) exact amount of contribution made by each suggester

*OK - tell suggester full story.*

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Suggestion Nos. 1376, 1847, 1937  
(Con't)

NOTE:

The \$150,000 annual tangible savings would normally represent a total cash award of \$775. In this instance we have recommended that the awards be kept low to allow for adjustments when it is possible to determine the exact contribution of each suggestor and the final total tangible savings.

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Suggestions Nos. 1376, 1847, 1937

The \$150,000 annual savings was arrived at as follows:

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1. [REDACTED] D/C/RQM/DD/P on 17 May 1956 furnished us an estimate of the man hours in each grade devoted each month to producing CS Reports. His estimate was based on estimates furnished by area divisions. The average work month was set at 21 days to avoid fractions of days.
2. Average production of CS Reports 1 January-30 April 1956 inclusive was 3,210. Average monthly PD production for this period was 460, or about 14.3% of the CS production.
3. As all PD's are followed up by a CS report and under the new TD system all CS follow-ups were cut out, initial savings represented 14.3% of the monthly cost of CS Reports.
4. Initially, the total man hours and their costs spent on CS Reporting were as follows in the January-April 1956 period.

<u>GRADE</u>	<u>MAN HOURS PER MONTH</u>	<u>BASE HOURLY WAGE</u>	<u>MONTHLY DOLLAR VALUE</u>
15	134.4	\$5.58	\$ 749.95
14	264.3	4.96	310.92
13	701.4	4.32	3,030.04
12	2,074.8	3.64	7,552.27
11	3,454.5	3.07	10,605.31
9	5,594.4	2.62	14,657.32
8	142.8	2.39	341.29
7	2,536.8	2.18	5,530.22
6	829.5	1.96	1,625.82
5	2,192.4	1.76	3,858.62
4	1,516.2	1.64	2,486.56
3	147.0	1.53	224.91
	19,588.5*		51,973.23*

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[REDACTED] suggested that since this was an estimate that we round it off to 19,600 hours. This is an 11.5 hours difference. We computed these 11.5 hours at the GS-9 hourly rate of \$2.62 and obtained an added cost of \$30.13. This, added to \$51,973.23 gave us \$52,003.36.

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4. The annual labor cost of CS Reporting (Reports personnel--Headquarters only) is  $\$52,003.36 \times 12 \text{ months} = \$624,040.32$ . Based on the original average monthly production of 3,210 CS Reports, the average annual production at the January-April 1956 rate was determined to be 38,520. By dividing  $\$624,040.32$  by this figure (38,520) we established an average labor cost per report of  $\$16.20$ .

5. The new TD system has been in operation for over 6 months. The total volume of both--total CS Reports and the percentage of TD's have climbed. For the June-November 1956 period, CS report production ranged from 3500-3900 with 4,000 produced in November. The average for 6 months was 3750. The TD percentage ranged from a low of 14.6% in July to 31.05 in November. Average percentage of TD's was  $20\frac{1}{2}\%$ .

6. With an average monthly production of 3750 reports the annual production has jumped from 38,500 to 45,000.  $45,000 \times \$16.20 = \$729,000.00$ --annual labor cost.  $20\frac{1}{2}\%$  of  $\$729,000.00$  is  $\$149,445.00$ . We rounded this figure off to  $\$150,000.00$  the base minimum annual savings, labor only of reports personnel.

  
Chief, Forms Management Branch

25X1A

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Suggestion No. 1826

Date of Suggestion: 19 May 1955

*(Resigned - in Calif.)*

STATINTL

Office of Personnel Secretary Stenographer GS-6

A. Summary of the Suggestion:

Suggester proposed that a form be developed which could be used instead of the memo (in triplicate) which is now used for requesting permission from Office of Security for attendance at outside activities such as courses, conventions, etc.

B. Evaluation of the Concerned Office:

On 27 December 1956, the Chief of the Records Management Staff stated the following:

"On the basis of the suggester's recommendation, this Staff developed Form No. 879, Outside Activity Clearance Request. The use of this form has been approved by the Office of Security, and Regulation [REDACTED] has been revised to provide for the use of this form in headquarters. Subject suggestion therefore has been adopted.

STATINTL

"When implemented to the fullest extent, this suggestion will simplify the preparation of about 3,000 clearance requests annually. In addition, the use of a form should assure that requests are completed properly and submitted through appropriate officials. An award of \$35 is therefore recommended based on intangible benefits of a limited degree applicable on a local basis.

C. Recommendation of the Executive Secretary:

Approval. Award of \$35 based on intangible benefits (limited-local).

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24 January 1957

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Suggestion No. 1948

STATINTL Date of Suggestion: 19 July 1955

Office of ID/S

Appointment Clerk GS-5

A. Summary of the Suggestion:

Suggester proposes that Forms Nos. 570 (Request for Pre-employment Medical Examination and 259 (Medical Action Request and Report) be printed and constructed in carbon interleaved snap-out sets.

B. Evaluation of the Concerned Office:

See attached evaluation of Chief, Records Management Staff, 7 January 1957.

C. Recommendation of the Executive Secretary:

Approval. Cash award of \$40. (\$20 for tangible savings of \$315. plus \$20 for intangible savings--limited--slight).

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STATINTL

OK-#25  
(Intangible only).  
Subjected to  
tangible savings which  
SAC approved in det. award.

NOTE: IF THEY ARE

## EVALUATION OF EMPLOYEE SUGGESTION

SUGGESTION NUMBER

1948

TO: EXECUTIVE SECRETARY,  
INCENTIVE AWARDS COMMITTEE

FROM: Chief, Records Management Staff

## ACTION RECOMMENDED

- INDICATE ACTION RECOMMENDED BY PLACING ACTION NUMBER IN BOX
1. ADOPT FOR USE. (DATE ADOPTED \_\_\_\_\_)
  2. ALREADY IN EFFECT BUT THIS SUGGESTION MAKES ADDED CONTRIBUTION. (SPECIFY BELOW)
  3. DISAPPROVED FOR ADOPTION.
  4. ALREADY IN EFFECT AND NO PART OF THIS SUGGESTION MAKES ADDED CONTRIBUTION.
  5. REQUIRE FURTHER STUDY. (EXPECTED DATE OF COMPLETION \_\_\_\_\_)
  6. OTHER (SPECIFY BELOW)
  7. REFER SUGGESTION TO \_\_\_\_\_ (OTHER COMPONENT)

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## REASONS FOR RECOMMENDATION

In order to guide the Incentive Awards Committee in making final determination, an analysis of the anticipated first year's savings and/or other benefits should be shown here. If applicable, indicate and explain below proposed disposition of savings as (1) allotment savings, (2) increased output at same cost or (3) application of resources saved to some other necessary activity. If suggestion contains intangible value, such as morale, safety, etc., please indicate the extent of the area which you think the suggestion will affect, i.e.: the immediate area, office-wide, Agency-wide. Attach additional sheet if more space is needed.

1. Employee Suggestion # 1948 proposes that Forms No's. 570 and 259 be printed and constructed in carbon interleaved snap-out sets.
2. The Medical Office and the Records Management Staff are in complete accord that the suggestion has merit and are taking the necessary steps to initiate complete adoption of the suggestion.
3. Delay in evaluation of this suggestion has been due to the Medical Offices indecision as to whether Form No. 259 will be a 5 or 6 part carbon interleaved construction. In May 1956, Form No. 570 was converted to a carbon interleaved snap-out set construction from a cut sheet form. Form No. 259 will be converted as soon as formal request is received from the Medical Office.
4. The procedure of stuffing carbons, jogging, inserting, aligning, adjusting and unshuffling carbons is quite time consuming. Approximately 192 hours 6 minutes can be saved annually in typing through the use of carbon interleaved sets of these (2) two forms. Based on the salary of a GS-4 typist and a total of 30,000 sets to be typed, 192 hours of the typists time can be saved amounting to \$315.04 annually. The attached paper depicts the method which was used to arrive at this savings.
5. Although the tangible savings are comparatively small, the use of the interleaved carbon sets will contribute appreciably to the morale of the office. It is recommended that the suggester be considered for an award based on the tangible savings and the limited intangible benefits.
6. If at the time Medical Office submits their request for converting Form No. 259, it is determined that the savings will be greater than what has been depicted in this evaluation, a supplemental evaluation will be submitted, recommending an additional award.

CONTINUED ON ATTACHED SHEET

DATE

SIGNATURE OF EVALUATING OFFICIAL (Type name and title)

7 January 1957

STATINTL

16 January 1957

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Suggestion No. 2184

Date of Suggestion: 21 December 1955

STATINTL

Office of Communications Dep. Chief GS-14

A. Summary of the Suggestion:

*FACSIMILE*

Suggester proposes a method whereby pouch material may be transmitted through the open mails.

B. Evaluation of the Concerned Office:

STATINTL

Chief Communications Security Division stated that in his opinion a need exists for such a system. The big problem is to engineer equipment that would be small enough and easy enough to operate so that the more inaccessible and small stations could use it. The research and development to determine feasibility of such a system could take several years.

SAS NOTE

At the present time the Office of Communications has the suggestion and its evaluation. They plan to determine if a need exists in CIA before sending the idea to NSA for research and development. OC will keep the SAS informed as to final disposition.

C. Recommendation of the Executive Secretary:

Because of the lengthy processing period involved (several years) we propose the following:

*OK with full story  
\* personalized letter* } 614.

1. Letter of appreciation to suggester.

2. ~~Close out~~ Suggestion No. 2184 on our records, subject to re-opening when final disposition of suggestion is determined.

STATINTL

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